

General Information for 2015 Beginning Workshop Attendees

Who Should Attend

This event is geared for library staff members that have not had the opportunity for formal library coursework and have little experience working in libraries. Its aim is to introduce staff to a variety of topics and offer them practical skills that they can use in their organization. Anyone new to the profession or just hired at a library, no matter what their academic credentials, is welcome but please be aware that the content is geared towards those with limited library experience.

Attendance at the entire event is obligatory for those seeking an initial Level 3 or Level 4 certificate. (For information on certification levels visit www.michigan.gov/librarycertification.)

Time and Location

The event will be held at [Shanty Creek Resorts](http://www.shantycreek.com) in Bellaire, Michigan, May 12-14 2015. Library of Michigan staff will be available from 6 - 8 pm on Monday, May 11 to hand out packets to attendees arriving on Monday evening.

The conference will begin with a packet pick-up opportunity during breakfast on Tuesday, May 12 at 8:00 am. The event will conclude at 2:30 pm on Thursday, May 14. Attendees must attend the full conference for the event to be considered completed for Library of Michigan certification requirements.

Directions to Shanty Creek Resorts are available on their website, <http://www.shantycreek.com/directions.php>.

Agenda

Will be available on the Library of Michigan Beginning Workshop web page in a few days once the final speakers are confirmed: <http://www.michigan.gov/beginningworkshop>

Registration

Please register online at <http://www.solutionwhere.com/lom/cw/main.asp>. You will need to create an account to register for the event. If multiple staff members from a library plan to register for the event each person must create their own account to register. You may pay for attendees with one check but each individual must register using a profile they created in the registration system.

Registration deadline: Saturday, April 11, 2015

The conference registration cost is **\$140** and includes meals, snacks and materials. This does **not** include lodging at Shanty Creek Resorts. More information about lodging can be found in this document.

After registering online with the Library of Michigan you may pay online by credit card here: <https://www.thepayplace.com/mi/education/libofmich> The name you have registered online must match the name of the attendee you list with your online payment information.

If you are paying by check or money order, please make it payable to: State of Michigan/Library of Michigan. You may pay for multiple attendees with one check. You should include their names with your check. To pay by check, print out your registration confirmation and send with a check/money order to:

Workshop Registration - Department of Education
Attn: Chief Cashier
P.O. Box 30106
Lansing, MI 48909

Cancellations with a full refund on the registration amount of \$140 will be accepted until May 1, 2015. Questions regarding a cancellation? Please contact Deb Fuller at fullerd2@michigan.gov or 517-373-8960.

Lodging

Lodging reservations **must be made online directly with Shanty Creek Resorts** using the link provided here:

<http://reserve.shantycreek.com/?q=304655>

Attendees are offered the state negotiated rate of \$75 per night single, \$95 per night double, Studio Parlor rooms are available at a rate of \$95 per night based on single/double occupancy. These rates do not include taxes.

Reservations must be made by April 11 to qualify for state rates.

Currently, a 6% state tax, a 9% resort fee and a 5% CVB assessment are applicable to the room rate. Such tax and assessment fees are subject to change without notice. If you are tax exempt your organization must have a copy of a completed exemption form on file at the resort prior to your arrival. Please contact the resort directly with questions regarding tax-exempt status of your organization.

The charge for an extra person is \$15.00 per person, per night. Children under 17 years of age may stay free in their parent's room using existing bedding. Subject to availability, the rates above are also available to attendees two days prior and two days after the peak room block dates.

A deposit equal to one night's stay is required to hold each individual's reservation. Such deposit serves to confirm the reservation for the date(s) indicated, and upon check in, will be applied to the last night of the reserved stay. A personal check, money order or a valid American Express, Visa, Master Card, Diner's Club or Carte Blanche card number and expiration date are acceptable. Should a guest cancel a reservation, the deposit is refundable

less a \$10.00 handling fee if notice is received at least five days prior to arrival and a cancellation number is obtained.

Check-in time is 5:00pm. Check-out time is 12:00pm. Individuals must present a valid credit card upon check-in for incidentals.

Meals

The event registration covers the following meals: breakfast and lunch on Tuesday, Wednesday and Thursday; and dinner on Tuesday and Wednesday. Break beverages and refreshments will also be provided to participants. If you have any dietary restrictions, please note this on the online registration form and we will do our best to work with the hotel staff to accommodate your request. Vegetarian options are provided as a choice on the online registration

If you do not plan to join the group for a meal, please mark that choice as “no” on the online registration.

Attendees that chose the vegetarian option for Tuesday lunch, Tuesday dinner or Wednesday dinner will receive meal tickets in their packets at on-site registration.

Certification

This event is geared to those seeking an initial Level 3 or Level 4 certificate from the Library of Michigan. Attendance at the entire Beginning Workshop, Tuesday through Thursday, is obligatory to fulfill this requirement. For more information on Library of Michigan’s certification program visit www.michigan.gov/librarycertification. **Library of Michigan staff will not accept certification applications on-site at this event.** Please use the instructions provided on the website and application to submit your certification application directly to the Library of Michigan. For certification questions, please contact Joe Hamlin at the Library of Michigan, (517) 373-1580. Please remember you must apply for certification. Attendance at the event does not automatically certify you.

Additional information

This year two optional evening activities are scheduled. On Tuesday evening attendees may join their colleagues for a scrumptious **Book Tasting Party**, where librarians from Kent District Library will whet your appetite for some of the tasty adult, youth, and teen titles in the literary world. You will also have a chance to share the latest and greatest confections that have given you food for thought. One Wednesday, Bellaire Public Library Director, Jane Gyulveszi, has invited attendees to visit her library located in downtown Bellaire. Join your colleagues for a trip downtown to visit their lovely library and stop by for a networking opportunity at Short’s Brewery afterwards. Transportation to the library will be on your own.

Once again we will feature the **Idea Showcase** opportunity where attendees can use 5 or so minutes to provide information on a topic, event, success or fizzle you would like to share with

everyone. This is a very informal session. We encourage you to share your experiences with any topic that has added value to your work in the library world during this session. We do ask attendees to let us know if you want to participate in the session so we can ensure there is enough time for everyone. Send an email to whites29@michigan.gov if interested. You don't need to have full details at the time you sign up. You are welcome to use technology but it is not necessary. This is really a time for attendees to share experiences with one another and a formal presentation is not required.

Presentations and resources will be available for download from the Library of Michigan website before the event. You may bring a laptop, tablet or other e-device to the event. Please bring your own extension cord and/or surge protector since there are a limited number of outlets in each meeting room.

Attendees will receive reminders to the email used during registration prior to the event.

Questions? Call us toll-free at (877) 479-0021.

Registration: Deb Fuller fullerd2@michigan.gov or Kelley Holcomb holcombk@michigan.gov

Certification: Joe Hamlin hamlinj2@michigan.gov

Please find the agenda below.

2015 Beginning Workshop

Monday, May 11

Pick up Material
6pm – 8pm
Shanty Creek Resorts
Summit Village
Lakeview Hotel Lobby
Bellaire, MI

Locations

Meals

Parlor B

Sessions

Parlor A

Breakouts

Parlor A & Parlor
HEF

Book Tasting Party

Bellaire Ballroom
North

TIME	Tuesday, May 12
8:00 – 9:00	REGISTRATION/BREAKFAST
Library of Michigan: 9:00 – 9:15	Welcome and Introductions
Session 1: 9:15 – 10:00	Marketing and community engagement, Part I – Bradley Chaplin
Session 2a: 10:00 – 10:45	Marketing and community engagement, Part II – Bradley Chaplin
10:45-11:00	BREAK
Session 2b: 11:00 – 11:45	Collection Development: Selection - Mary Kelly
Session 3: 11:45 – 12:30	Collection Management: Weeding - Mary Kelly
12:30-1:30	LUNCH
Session 4: 1:30 – 2:15	Digital Literacy – Eunice Borrelli
Session 5: 2:15-3:00	Resources for Library Staff – Shannon White
3:00 – 3:15	BREAK
Session 6: 3:15 – 4:00	Reader's Advisory – Vanessa Walstra & Heather Wood-Gramza
Session 7: 4:00 – 4:30	Library of Michigan: Library of Michigan and Statewide Library Services
4:30 – 5:30	Networking in Resort Lobby
5:30 – 6:30	DINNER
7:00 – 8:00	Book Tasting Party – optional activity

TIME	Wednesday, May 13
8:00 – 9:00	BREAKFAST
Session 1: 9:00 – 9:45	Children and Youth Services – Rachael Birgy
Session 2: 9:45 – 10:30	MeL.org – Eunice Borrelli
10:30-10:45	BREAK
Session 2a: 10:45 – 11:15	Idea Showcase – opportunity for attendees to share success and fizzles from their own library so all can learn
Session 3: 11:15 – 12:00	Organizational Health, Part I – Kevin King

TIME	Wednesday, May 13
12:00-1:00	LUNCH
Session 4: 1:00 – 1:45	Organizational Health, Part II – Kevin King
Session 5: 1:45 – 2:30	Customer Service – Kevin King
2:30 – 2:45	BREAK
Session 6: 2:45 – 3:30	Security - Kevin King
Session 7: 3:30 – 4:15	Reference Interview – Angela Semifero
4:15 – 5:15	Networking Time in Resort Lobby
5:15 - 6:15	DINNER
6:30 - 7:30	Bellaire Public Library Visit – optional activity

TIME	Thursday, May 14
8:00 – 9:00	BREAKFAST
Library of Michigan: 9:00 – 9:30	Library of Michigan Information
Session 1: 9:30 – 10:15	Intellectual Freedom Part I – Jill Porter
Session 2: 10:15 – 11:00	Intellectual Freedom Part II – Jill Porter
Session 3: 11:00 – 11:15	Break
Session 4: 11:15 – 12:00	Teen Programming 101
12:00 – 1:00	LUNCH
Session 5: 1:00 – 1:30	Ask a Question? What do you need and where can you get it? Share your favorite resources with fellow attendees
Session 6: 1:30 – 2:15	Programming: Library Programs on a Shoestring – Shauna Swantek
2:15 – 2:30	Wrap up: Evaluation